



Excel Essentials

This course is intended to help all novice computer users get up to speed with Excel quickly. We will cover different features of the interface, show users how to print, cover some simple scenarios, and cover the basics of formatting.

Learning Outcomes

1	Demonstrate an understanding of the principles of spreadsheets
2	Create, open and save spreadsheets.
3	Perform calculations with basic formulas
4	Edit a spreadsheet
5	Select cells for manipulation
6	Format Rows and Columns
7	Format a spreadsheet, using style, alignment and font features
8	Print a spreadsheet using features specific to spreadsheets.

Course Pre-Requisites

It is assumed that the learner:

- Understands the basics of using a Windows-based computer.
- Is comfortable using the keyboard, mouse, and Start menu.
- Is competent in Mathematical literacy and communication skills



Intermediate Excel

Learning Outcomes

1	Prepare and produce a spreadsheet to provide a solution to a given problem
2	Adjust settings to customise the view and preferences of the spreadsheet
3	Work with multiple worksheets
4	Apply formulae to worksheets
5	Apply formatting to a spreadsheet applicable to the given problem
6	Apply formulae to worksheets
7	Evaluate a spreadsheet
8	Create and edit a graph/charts
9	Insert and edit objects in a spreadsheet.
10	Create PIVOT Tables

Benefits of Attending

- Empower yourself, learn a skill, Save time
- Add to your existing skill set
- Attendees will learn practical skills which can be applied in the work environment.

Basic

Course Duration : 1 Day
Cost: R500.00 (excl)

Intermediate

Course Duration : 2 Days
Cost: R1000 (excl)

For bookings

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This blended training includes:

Detailed course notes
Progress Activities to keep learning on track
Videos illustrating best practices & operational practices
Practical Coaching, demonstrations & operational exercises

Each Learner will Receive:

A Workbook including progress quizzes
A Pen